

**GOVERNMENT OF ANDHRA PRADESH**  
**ABSTRACT**

IT&C Dept – IT Promotion – Information & Communications Technology (ICT) Policy 2010-2015 – Operational Guidelines on Declaration of Notified IT Park status – Orders – Issued

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**INFORMATION TECHNOLOGY & COMMUNICATIONS (Promotions) DEPARTMENT**

**G.O.Ms.No. 14**

**Dated: 19-08-2010**

**Read the following:**

1. G.O.Ms.No.9, IT&C (Promotions) Dept, dt: 07.07.2010.
2. G.O.Ms.No.22, IT&C (Promotions) Dept, dt: 02.12.2008.
3. G.O.Ms.No.603, Revenue (UC-I) Dept, dt: 22.04.2008.
4. G.O.Ms.No.86, MA&UD Dept, dt: 03.03.2006.

**ORDER:**

In order to promote sustained growth of ICT sector not only to enhance the balanced regional socio economic development but also to spread the usage of IT to the last mile of the State for the benefit of common man, Government has announced the ICT Policy 2010-2015 vide first read above. The ICT Policy is effective for a period of five years w.e.f., 07-07-2010. Further, in order to implement the Policy pronouncements and initiatives, it was decided to issue operational guidelines separately thereon.

2. With regard to the provision of state-of-the art physical infrastructure of international standards suiting to the requirements of IT/ITES industry, certain incentives/facilitation has been announced in the ICT Policy 2010-2015 for the notified IT Parks/IT Campuses/IT SEZs in the State.

3. Government therefore after careful examination, in supersession of the orders issued at second read above, hereby issues the operational guidelines on respective incentive/facilitation indicated in the ICT Policy 2010-2015, and terms & conditions for according Notified IT park status to the IT Parks/IT SEZs developed by private infrastructure developers and IT campuses developed by ICT Industry as mentioned hereunder.

**(I). DEFINITIONS:**

**(i)IT Infrastructure companies** means the real estate Infrastructure developer or a builder, registered under Indian Companies Act, 1956, having core competency in constructing IT Office space for sale/lease or for lease-cum-sale to IT Industry for the purpose of IT activities by the IT Industry defined above.

**(ii)IT/ITES Park**, is defined as an exclusively delineated or earmarked site/area of 2000 sq mtrs land and above managed and developed/to be developed with IT office space and other amenities and made available on lease basis for IT industry, to provide “plug & play” facilities as per the stipulations contained herein.

**(iii)IT/ITES Campus** is defined as IT office space and other amenities developed by an IT Company on its own land and for its own use.

**(iv) IT/ITES Special Economic Zone (SEZ)** is a notified IT/ITES SEZ developed in an area of 25 acres and above by a developer or co-developer, according to the provisions of SEZ Act, 2005 of Govt of India.

**(II). Eligibility for declaration as Notified IT Park/IT Campus:**

- (i) Minimum site/area of 2000 sq mtrs and above.
- (ii) Shall strictly conform to the stipulations mentioned hereunder.

**(III). Benefits/Incentives:**

(i) Exemption from Zoning Regulations: IT industry, i.e., IT/ITES Units/Companies and IT Parks/IT Campuses notified by the IT&C Department, are exempted from the Zoning Regulations, subject to ensuring environmental safeguards, and the payment of conversion charges under the provisions of AP Urban Area Development Act 1975 or AP Town Planning Act 1920 as applicable for the location of IT/ITES Units/Companies as stipulated under the Revised Building Rules of Municipal Administration & Urban Development (M) Department and amendments thereon from time to time, basing on the following terms and conditions:

(a) The conversion / exemption from land use zoning regulations for setting up of IT/ITES Units/Companies/IT Parks/IT Campuses shall be made applicable only in the following notified land uses in the Master Plan /Zonal Development Plan.

- i) Residential use zone.
- ii) Commercial use zone.
- iii) Institutional use zone/Public & Semi-public Use Zone.
- iv) Industrial use zone.
- v) Conservation / Agricultural use zone.

(b) The conversion / exemption from land use Zoning Regulations as above shall be applicable to the IT/ITES Units/IT Parks/IT Campuses which are notified by the Information Technology & Communications Department.

(c) IT/ITES Units/Companies/IT Parks so notified by Information Technology and Communications Department are exempt from payment of conversion charges.

(ii) No limitation on height of buildings and FAR/FSI, subject to payment of City Level Infrastructure Impact Fee and would be governed by, Revised Building Rules, location norms and clearances from Fire Services, Airport Authority and shall be in conformity with National Building Code, regulations, terms & conditions as per stipulations of Municipal Administration & Urban Development (M) Department and amendments thereon.

(iii) Consequent on adoption of Repeal Act 1999, there is no necessity to file any declarations or to obtain permission under Section 20 (1) of Urban Land (Ceiling & Regulation) Act, 1976, to hold the excess land for future land transactions and is regulated as per the instructions contained in Revenue Dept, Cir.Memo.No.17377/UC-I(1)/2008-1, dt:24.04.2008 and amendments thereon from time to time.

(iv) Approval through Special Unit in Urban Development Authority/Greater Hyderabad Municipal Corporation within 15 days for draft approval and 1 week for Final approval.

(v) All statutory clearances to IT Parks/IT Campuses constructed by IT Infrastructure Companies/builders/developers and IT/ITES Industry/Companies/Units for own use on lands allotted by APIIC in their Industrial Local Area Authority, would be given by APIIC except the clearances from Fire Services, Airport Authority etc.

Above benefits/incentives are applicable to all urban areas of the State.

#### **(IV). Stipulations for Notified IT Parks/IT Campuses:**

1). Notified IT Parks/IT Campuses shall provide for:

- (a) 60% of the net developable/usable area for IT office space for IT activities.
- (b) 40 % of the net developable/usable area for other amenities, such as Housing/Club House /Recreation Center, Shopping Center, a good School and other support activities. Services area like Water supply system, drainage and sewerage, electric power, other utilities, etc. Housing shall be (in whatever type like high rise Apartment blocks; low rise high density development, cluster type development, etc.) with extensive greenery and trees plantation, viz., one tree for every 50 sq. m., of total site area) and conform to the stipulations issued under the Revised Building Rules issued by the Municipal Administration & Urban Development (M) Department and amendments thereon.
- (c) Minimum approach road of 12.2 m (40 feet) and black topped.

2). Parking Requirements shall be as per the Revised Building Rules of Municipal Administration & Urban Development (M) Department and amendments thereon from time to time.

3). The construction firm/builders/developers/physical infrastructure providers developing the Notified IT Parks/IT campuses, shall furnish an undertaking to the Local Authority that the built space shall be sold / leased / rented only to Information Technology Units recognized by Information Technology and Communication Department and if any Information Technology Firm vacates the same will be informed to the Information Technology and Communication Department and subsequent lease etc., will be given only to the units recognized by Information Technology and Communications Department.

4). To be facilitated through licensed developers/builders as given in the Revised Building Rules.

5). The local authority shall obtain a Bank Guarantee for an amount equal to twice the conversion charges in case of exemption from Zoning Regulations as per the procedure in vogue. .

#### **(V) Procedure:**

(1) The ICT companies/ The construction firm / builders/developers/physical infrastructure providers developing the Notified IT Parks/IT campuses/IT Complex should submit duly filled up application forms to the IT&C Department for placing before the CCITI for approval along with the copy of the sale deeds of the properties, proposed layout plans with building elevation, MoU & GPA in case of multiple owners, Memorandum & Articles of Association, Annual Reports and any such other document required.

(2). The Department of IT&C would issue a separate letter/GO after the approval of the CCITI.

(3) The Construction firm / builders/developers/physical infrastructure providers developing the Notified IT Parks/IT Campuses shall provide the amenities / infrastructure specific in List-I on a **mandatory basis** and those specified in List-II as **desirable amenities** to suit the needs of Information Technology Industry The mandatory IT office building specifications for use of the IT/ITES companies are enumerated at List-I and desirable amenities in the IT office buildings for all IT Parks are at List II, which are as mentioned here under.

**List – I**  
**Mandatory Building Specifications for IT Office space:**

1. Legal Clarity:
  - Clear & unencumbered Title
  - Undertaking to obtain Building Occupancy Certificate within three months of completion of construction.
2. Large Floor Plates:
  - Min. Size: 10,000 sq. ft. / Floor (Optimum size: 20,000 – 30,000 sq., ft./floor).
  - Efficiency: Min. – 75% (Optimum 0 over 80%), with a transparent and lucid definition of changeable and net lettable areas.
3. Comfortable Floor-to-Ceiling Heights:
  - 7'-0"-7'-6" Clear Height below False Ceiling or
  - Min. 9'-6" Clear Height below Beams / Slab.
4. Power & Power-Back-up:
  - A minimum of 0.6 KW/1000 sq. ft. of Power is required (Optimum level would be between 0.8 – 1.0 KW /100 sq., ft.,)
  - On site Power Back-up of a minimum 100% must be provided (Diesel Generators, etc.,) to support office equipment, lighting and 50% for air-conditioning
  - Additional power Back-up for Emergency Lighting & Critical Facilities to be provided.
5. Air-Conditioning:
  - Central Air-Conditioning Provided OR
  - Provision Made (AC Ducts, AHU Rooms)
6. Telecommunication Infrastructure:
  - Provision for False Flooring and Structured Cabling in the Building
  - Availability of Adequate Telephone lines (For Example – In-house Telephone Exchange (EPABX))
  - Optic Fiber Connectivity (Local Loop Network)
  - Accessibility to the VSNL Earth Station
  - STPI Link / Space for installation of Dish Antenna / Microwave Tower
7. Concealed cabling
  - Provision for concealed ducting for Power, Telecom and Data Cables in each hall in the Building.
8. Parking:
  - As per Revised Building Rules of Municipal Administration & Urban Development (M) Department and amendments thereon from time to time.
9. Security & Access Control:
  - Central Security Measures like 24 Hrs Security.
  - Provision for Access Control Systems to be installed as required by Tenant Companies.
10. Fire-Protection Measures – As per NBC (National Building Code)
  - Integrated Fire Alarm System
  - Fire Sprinkler System
  - Required number of staircases as per the National Fire Prevention Code.
11. Greenery, Landscaping & tree plantation as per Revised Building Rules of Municipal Administration & Urban Development (M) Department and amendments thereon.

## **List-II**

### **Desirable Amenities in the IT office buildings in all IT Parks:**

1. Parking:
  - Adequate Parking for Buses (if Required due to peripheral location)
  - Adequate provision for future expansion (including multi-level parking areas)
2. Security & Access Control:
  - CCTV, Public Address System.
3. Fire-Protection measures – as per NBC (National Building Code)
  - Emergency Fire Trenches
4. Property & Facilities Management:
  - Quality Service Provided by a Reputed Service Firm
5. Round the clock operation of all facilities and amenities
6. Other Amenities:  
(Recommended maximum space to be used 20% of built up area)
  - Transport facilities to be provided in terms of shuttle buses that ply between the various key points in the city to the Tech Park at regular intervals.
  - Food Court, Cafe and Restaurant.
  - Health Club.
  - Medical Centre to be provided with treatment for minor ailments and diagnostic services.
  - Banking & Foreign Exchange Facilities to be made available to tenants in the form of fully functional branches & ATM facilities if not existing within half a kilometer.
  - Freight and Courier Services
  - Shopping & Recreation
  - Business Centre including suites, independent cabins, Conference Rooms Discussion Rooms and with facilities, Secretarial Services, Car Rentals, Hotel/Airline Booking, PCs, Printer, mobile telephone on rental etc
7. Desirable Infrastructure for Large Technology Parks (Over 10,00,000 sq.ft.):
  - Telecom Connectivity from Alternative Exchanges/ Service Providers.
  - Power from Alternate Grids.
8. Energy Efficiency & Green Building concepts should be implemented

4. The IT Infrastructure companies, IT companies and IT SEZs intending to avail the notified IT Park status shall apply to the Government for such declaration, in Application Proforma issued vide GO.Ms.No.13, IT&C Dept, dt:31.07.2010.

5. Further, the declaration of notified IT Park status is valid subject to the stipulations, terms and conditions as mentioned above and any other amendments thereon and liable for cancellation of the same with such other appropriate penal action, as is deemed fit, in case of any violation, in this regard.

6. These operational guidelines for declaration of notified IT Park status shall be in force and co-terminus with the validity period of the ICT Policy 2010-2015.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**K.RATNA PRABHA**  
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

All the Departments of Secretariat  
The Metropolitan Commissioner, HMDA, Hyderabad  
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad  
The Commissioner and I.G., Stamps and Registration, Hyderabad  
The Vice Chairman and Managing Director, APIIC, Hyderabad  
The Commissioner, Industries, Hyderabad  
The Executive Director, APIIC, Hyderabad  
The Commissioner, Information and Public Relations, Hyderabad  
The Member Secretary, A.P. Pollution Control Board, Hyderabad  
The Chairman & MD, AP TRANSCO, Hyderabad  
The Managing Director, APCPDCL/EPCPDCL/WPCPDCL/SPCPDCL/NPCPDCL  
The Commissioner, Labour, Hyderabad  
The Vice Chairman, VUDA/TUDA/VGTMUDA  
The Development Commissioner, AP IT SEZs, Hyderabad  
The Development Commissioner, VSEZ  
The Director, STPI, Hyderabad  
The President, ITsAP, Hyderabad  
The President, ELIAP, Hyderabad  
The Regional Director, NASSCOM, Hyderabad  
The President, VITA, Visakhapatnam

Copy to:

The Secretary to GoI, Ministry of Communication & Information Technology, New Delhi  
The Chief Minister's Office/Chief PRO to C.M.  
The Chief Commissioner, Customs & Central Excise, Hyderabad  
The Collector, R.R.District, Hyderabad  
The PS to Minister for Information Technology, Hyderabad  
The PS to Minister for Finance, Hyderabad  
The PS to Minister for Major Industries, Hyderabad  
The PS to Minister for Revenue, Hyderabad  
The PS to Minister for MA&UD, Hyderabad  
The PS to Minister for Energy, Hyderabad  
The PS to Minister for Labour, Hyderabad

// FORWARDED : : BY ORDER //

**SECTION OFFICER**